

# MSFC CONTRACTING OFFICERS SPECIAL INSTRUCTION SHEET (COSIS)

PAGE \_\_\_\_\_ OF \_\_\_\_\_

1. PCIN:	2. CHANGE TITLE:	3. COSIS/MEMO NUMBER:
4. CCBBD NUMBER:	5. DATE CONTRACTUAL AUTHORIZATION REQUIRED: _____ URGENCY STATEMENT ATTACHED <input type="checkbox"/>	DATE:
DATE: _____		6. CONTRACT NUMBER:
		7. CHANGE NUMBER:

8. REMARKS/SPECIAL INSTRUCTIONS:

9. CONTRACT SCOPE (Check applicable block):  

☐ WITHIN THRESHOLD
☐ OUT OF SCOPE

10. GOVERNMENT ESTIMATE OF COST (Thousands of Dollars, GFY):

	FY- _____	FY- _____	FY- _____	FY- _____	OUT-YEARS	TOTAL
(a) DDT&E						
(b) OPERATIONS						
(c) FACILITY						
(d) S&PU/PROD.						
(e) OTHER						

11. **SIGNATURES**

ORIGINATOR:	DATE:	S & M A REPRESENTATIVE:	DATE:
RESOURCE MANAGER:	DATE:	PROJECT MANAGER:	DATE:

12. FUND CERTIFICATION (CHECK APPLICABLE BLOCK):  

☐ FUNDS INDICATED ABOVE ARE WITHIN CURRENT BUDGET AND WILL BE PROVIDED AS REQUIRED  
☐ PROVIDED ON THE ATTACHED MSFC FORM 404

**MSFC COSIS (CONTINUATION SHEET)**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

COSIS NUMBER:	CCBD NUMBER:	1. PCIN:
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8. REMARKS/SPECIAL INSTRUCTIONS:

## INSTRUCTIONS FOR PREPARATION OF MSFC FORM 4179 - COSIS

- BLOCK 1: Project Office assigns the Program Control Number (PCIN).
- BLOCK 2: Self explanatory.
- BLOCK 3: This number is obtained by the appropriate Project designee.
- BLOCK 4: Blocks 4 through 7 are entered by Project Office, as applicable.  
Block 7 is used for a change that already exists (i.e., ECP, PRCBD).
- BLOCK 8: Use to fully identify actions generated by the Project Office. (Use continuation sheets with COSIS number, number of block and name of block being continued identified, if required.)
- BLOCK 9: Mark appropriate block.
- (a) Effort is in scope of the contract requirements.
  - (b) Effort is out of scope of the contract requirements and requires additional approving documentation (i.e., JOFOC, etc.).
- BLOCK 10: Fill in blanks, as appropriate.
- BLOCK 11: Sign, as appropriate. The Project Manager MUST sign.
- BLOCK 12: Mark appropriate block.